

**Camp NeeKauNis**  
40 NeeKauNis Road  
Waubashene, Ontario, Canada  
L0K 2C0  
**705.538.2357**



## **Statement on Harassment and Bullying**

Camp NeeKauNis should be a wonderful experience for all campers and staff. As Quakers, we believe that there is that of God in everyone. As a community, we should always strive to translate this belief into action. Camp should be a place where all people should be able to feel included and accepted for who they are.

Although this is the goal, occasionally problems may arise between people at Camp. Harassment and bullying can have a negative impact on both the individuals involved and the community as a whole. Because it is the responsibility of all members of the community to make sure that everyone can get the most out of their Camp NeeKauNis experience, we ask that you read the following.

### **What is harassment and bullying?**

Sometimes it is easy to spot harassing and bullying behaviours. For example, the following behaviours are never acceptable at Camp or elsewhere:

- Aggressive verbal behaviours such as threats, intimidation and verbal abuse
- Physical assault of any kind, such as hitting, punching, biting, kicking or restraining someone against their will
- Sexual assault
- Repeated unwelcomed touching
- Deliberate exclusion from the Camp community

Other times, it is not so easy. Some behaviours that may seem innocent or harmless sometimes, may be quite hurtful other times. Also, sometimes a camper or a staff may engage in harassment or bullying without even realizing they are doing it. For example:

- Telling a joke repeatedly about someone, even if the person found the joke funny the first time, can be very hurtful to the person
- A group of friends who hang out together all the time, may lead other campers to feel excluded, even if this is not the intention of the group of campers
- Telling a secret about another camper to someone can lead to rumours, even if you only meant to share it with one person

The above examples are just some of the behaviours that can lead to harassment and bullying. Because so many behaviours may be considered harassment or bullying in different contexts, we ask all members of the Camp community to reflect on their behaviour towards other members of the community.

If you are unsure if your behaviour is bothering someone ask yourself the following:

### **Would I like to be treated the way I am treating this person?**

If the answer is no, you need to reconsider your behaviour.

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**What can I do about harassment and bullying?**

Sometimes issues between members of the community can be cleared up by a simple conversation between the people involved. Other times, they cannot. If the behaviour of another person at Camp is making you feel uncomfortable, or if you think someone is being bullied or harassed, we ask that you speak with the director or a member of the staff immediately. If, for whatever reason, you are not comfortable with approaching the director or staff you can contact the member of the Camp NeeKauNis Ministry and Counsel listed at the end of this document.

**What will happen?**

The consequences of harassment and bullying behaviour will vary on a case by case basis. However, please note that serious behaviours involving any form of physical or sexual assault will automatically result in immediate removal from Camp, and if deemed serious enough by the director, it or any other unacceptable behaviour may result in suspension of Camp privileges for a period of time.

By law, records of any serious incidents involving persons under the age of 18 must be kept by Canadian Yearly Meeting.

**Ministry & Counsel Contact:**

[Redacted contact information]

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### **Additional Guidelines for Directors and Staff**

This document is intended to provide additional information for staff and directors regarding harassment and bullying. It includes the following information:

- Guidelines on reporting incidents
- Additional types of harassment
- Incident Reports

### **Guidelines on reporting incidents**

Sometimes it is difficult to know when harassment and bullying needs to be reported. However, knowing when something needs to be reported and to whom it should be reported can be very important. In particular, it is a legal requirement to report serious issues involving children under the age of 18. With this in mind, please note the following (while we think primarily of young campers the same policy applies to incidents between staff, Friendly Adult Presences (FAP), visitors, and anyone at Camp):

**If you are a staff member, always talk to the director:** Sometimes something may not seem like a big deal and you may not think it's necessary to report it to the director. For example, a camper may approach you saying that they feel they are being made fun of or excluded by another camper. You decide to have a quick chat with the camper involved and the situation is resolved. In such a case, there is nothing wrong with resolving the problem yourself. However, you should still mention it to the director (either before or after). Firstly, it is the job of the director to be aware of any incidents occurring at camp. Secondly, doing so also protects you, in the event that a minor incident between campers escalates into something more serious. Incidents between adults should also be reported

**Some issues must be reported by staff to directors immediately:** Any incidents involving intimidation, sexual harassment, sexual assault, physical assault or threats of physical assault must immediately be reported to the director and documented by writing an incident report.

**Directors must immediately report certain issues to Camp Committee and the police:** Any issues of sexual harassment, sexual assault or physical assault must be immediately reported to Camp Committee by contacting the Committee Clerk. In addition, any issues involving sexual assault or physical assault resulting in injury are required by law to be reported to the police.

**-If in doubt, report it:** If you are not sure whether an incident is "serious" enough to required reporting, remember that it is always the best policy to be safe rather than sorry. If you are a staff member, report it to your director. If you are a director, report it to Camp Committee Clerk.

11/04/2013

## **Sending Home Policy: Drugs, Alcohol, Bullying, Physical and Sexual Abuse.**

All primary offences: drugs and alcohol use, sexual harassment, violence, threatening behaviour, require detailed incident reports.

Individual(s) in question are to be sent home and not to return to other programs in the calendar year in which the incident occurred. Parents are to be contacted when the individual is under 18 years of age. **A letter of apology is to be to the Camp Clerk and to the relevant Program Director immediately.** Where the individual is a minor, a letter of apology is expected to be sent to the parents as well.

If the individual(s) wishes to return to Camp in any capacity in the following year, a letter of request must be sent to the Clerk and to the Clerk of Ministry & Counsel: it should contain a recognition the event and a commitment to following Camp policies. It may also contain information for reasonable accommodation if there were underlying causes that were unclear at the time of the incident.

Incidents will be recorded on the General Incident Form and kept in the Incident form binder, double-locked in the Nurse's Station. [REDACTED]

[REDACTED] At the season's end; the Report Binder [REDACTED] will be held by the M&C Clerk or designate.

**Secondary offences(see Bullying and Harassment Policies): persistent verbal abuse including yelling, racist comments, and mockery, bringing war toys to camp, irresponsible use of pocket knives and sling shots, graffiti, leaving Camp without permission/ notifying directors, girls in boys cabins and vice versa also require incident reports.**

A warning is to be given for first offences and a reconciliation attempted. For a second offence, the individual should be sent home, with the same follow-up as for the primary offences.

**General Requirements: The Committee Clerk and the Clerk of M&C must receive a call when these "send homes" happen.**

Under the offences above, there may be Criminal Code issues. Police must be called in the case sexual abuse of minors and of violence causing physical harm. We will also follow the above procedure for reporting in these cases.

# CAMP NEEKAUNIS POLICES (revised June 2013)

**A. General.** Campers are asked to show respect for their own safety, for camp property, for the rights and wishes of other campers, and for the community life of the camp.

**Specifically, campers are asked not to bring or use the following:**

Firearms; Fireworks; Alcoholic beverages; Illegal drugs;  
Animals or pets (except by arrangement with the director);  
War toys or toys which endorse violence;  
Supplies or equipment that may be dangerous;  
Bicycles/all-terrain vehicles and motorcycles (except as transport to Camp);  
Motorized watercraft/ jet skis.

**B. Health and Safety/First Aid.** Let your director or a lifeguard know if you or a fellow camper/staff are sick or injured. Your director will instruct you on fire drills and storm protocol. If you hear a prolonged sound from the buzzer, meet in the playing field in groups with your cabin mates.

Camp NeeKauNis is a bullying and harassment free zone: policies are posted.

Camp NeeKauNis has a Sending Home policy that pertains to physical abuse, drug or alcohol use, and to persistent harassment and bullying. All incidents of sexual abuse and physical abuse with injury will be reported to the police.

Stay on our trails! We have poison ivy and giant hogweed on the property.

**C. Cabins and Cabin Areas.** Each cabin should have a wastebasket and a blue basket for recycling, a broom and a dustpan, and a bottle of environmentally-friendly all-purpose cleaner. Every cabin has a smoke detector and a fire extinguisher. Please let the director know if any of these items is missing.

Please keep your cabin clean. Garbage should be brought to the kitchen and sorted.

Campers should respect the privacy of cabins and cabin areas. Please, no noise after 10:00 pm or as determined by the director of a specific program.

When you leave Camp, please leave your cabin swept, tidied, and disinfected so it will be a clean home for the next occupant.

**D. Camp Property.** Do not deface camp property with graffiti: you or your parents will be asked to provide the paint, materials and labour to restore the property. In most cabins there are hexagonal boards mounted on the walls specifically for campers to sign their names etc.

Do not remove bark or otherwise damage trees, shrubs, etc. Camp is part of the Managed Forest Plan: please refrain from walking off-trail or climbing banks and cliffs.

Dispose of refuse in garbage cans, compost container or blue recycling boxes, as appropriate. Recycling boxes are in the kitchen and in the shed between the Swan and Nelson-Hall.

**E. Smoking.** Smoking is permitted only at the Fire Pit. Cigarette butts, matches, etc., must be disposed in fireproof containers. Empty them in the green bin when cooled. Tobacco can be poisonous when ingested by children and small animals.

**F. Meals and Kitchen.** Meal times are set by the director and cook. They are approximately: breakfast - 8:30, lunch - 12:15, supper - 6:00. Campers share the kitchen and dining room duties, and meal team schedules are posted. Please report fifteen minutes before meal time, or at the time of the buzzer.

All meals are preceded by a silent grace. A daily reading will be given during breakfast.

Campers should remain at table until announcements have been made and mealtime is completed.

Food wastage is strongly discouraged. Please speak with the cook or director if you have problems with meals.

**G. Program.** Campers are asked to be present and on time for meals, meeting for worship and activities. It is expected that you stay for the entire program, unless other arrangements are needed.

The director or designate (head cook, lifeguard) must know if you and your child leave the building area. Children should not leave the building area except with a parent/guardian.

Weekend and short-term campers must obtain permission to attend camp from the director ahead of time and should participate in the programs offered at the time they attend.

**H. Waterfront.** Swim only when the lifeguards are on duty, and obey the lifeguards' instructions. This usually includes using the buddy system and reporting to a lifeguard when entering or leaving the water.

Lifesaving equipment (reaching pole, throwing device, etc.) will be on the dock during swim period.

Non-swimmers must stay where the water is shallowest. Swimmers should stay within the buoy line. See the director and lifeguards with requests for distance swims.

Children may not go to the beach without adult supervision.

Diving and jumping are not permitted. The water is shallow and rocks and zebra mussels are plentiful.

Use boats only with the knowledge and approval of the boat supervisor or the director. A responsible person must remain on the beach and watchful.

All persons in any boat must **wear** lifejackets, properly-fitting and fastened. The person who has arranged for taking the boat out is responsible for ensuring that all passengers obey these rules. An emergency kit (belay bag) must be in any boat being taken out.

All boats must be in before dark.

Any accident or injury ***must be immediately reported*** to the lifeguard, who will take the necessary steps to deal with the situation.

**I. CampTelephone/ Cell Phone and Electronics Use.** Camp NeeKauNis has a Cell phone and Electronics policy. We discourage the use of electronics, including cell phones, at Camp. Use by campers during children's camps is not permitted. Adults are requested to keep electronics in the cabin.

There are exceptions for Camp administration and for lifeguards.

The Camp telephone may be used for Camper and Staff needs on request.

## What should we to bring to Camp NeeKauNis?

Here's a checklist:

- Clothing for both warm and cool weather
- Rubber-soled shoes or sandals
- Water shoes to protect against zebra mussels sandals
- Rain boots
- Swim suit and towel
- Sunscreen
- Bug spray
- Sun hat
- Bedding: sleeping bag and pillow
- Sheet to cover mattress
- Toiletries: tooth brush, cup, soap, hand towel
- Clothes pegs ( a few)
- Flashlight
- Musical Instrument (unplugged!)
- Medications including Epi-pens and antihistamines
- Your health card or a record of the number
- Your ID
- Open heart and mind!

Remember: A wise camper labels belongings brought to Camp!

*...find yourself at*



**Revised June 2013**